

CHAPTER 5

COMPLIANCE AND PORTFOLIO MANAGEMENT

Section 500 Monitoring Housing Contractors

Section 501 Annual Report

Periodic reports are required of all organizations contracting with the Housing Division. Organizations that have received capital funds from the Housing Division are required to provide annual reports on the forms prescribed by the Housing Division. The staff of the Compliance and Portfolio Management Section will use the information contained in the annual reports as part of the desk monitoring and risk assessment duties as defined below. The failure to submit required reports is an element of those assessments, is a violation of contractual conditions, and will be treated as such.

501.1 Annual Report Form

This form has been developed in collaboration with the Washington State Housing Finance Commission, the City of Seattle Office of Housing and other public funding agencies. This form is evaluated once each year to assess its effectiveness in collecting data that is useful to the funding agencies, and to limit the amount of reporting that organizations receiving funding from more than one of the cooperating agencies is required to do. The latest that the annual report form is due to the Housing Division is June 30 of each year. Reports that are completed earlier to meet the requirements of other funders should be submitted to the Housing Division at the same time as that required by the other public funder. The Annual Report Form can be downloaded from the HFU Website at <http://housing.oed.wa.gov>

Section 502 Risk Analysis (See Exhibit 5-1)

Proper management of capital fund projects requires staff to evaluate the likelihood that a project or contracting organization has violated or failed to comply with contractual or regulatory requirements, or is vulnerable to fraud and abuse.

- Compliance and Portfolio Management staff will conduct a risk analysis review of housing contractors funded by HFU programs. Contractors that receive high overall risk scores during a risk analysis review will be scheduled for an on-site visit prior to those with lower scores.
- The Risk Factors for Poor Performance or Compliance Violations form (Exhibit 5-2) was developed using guidance from the U. S. Department of Housing and Urban Development and the experience of the Compliance and Portfolio Management Section. Each element to be evaluated has been given a weighting on a scale of 1 to 5,

5 being the highest level of concern, 1 being the least level of concern. The risk rating for each element is based on a scale of 0 to 10, 0 being the level of least concern and 10 being the level of highest concern. The elements to be rated are separated into areas of general interest.

- In completing the risk analysis of each organization being rated, the Compliance and Portfolio Management Section will assign a rating Number of from 0 to 10 to each element of the risk analysis for each organization to be rated. The weighting Number will multiply the risk rating Number for a total score for that element. The scores for all elements will be added together and organizations will be ranked by their total score, from highest risk to lowest risk. The highest risk organizations will be given priority for monitoring and inspections. The results of this risk assessment will also be reported to other Housing Division staff for their use while evaluating applications for funding.

Section 503 Monitoring

The primary reason for monitoring our housing contractors is to verify that the business practices of the organization can support the long-term operations of the housing and/or the housing programs. There are several methods of monitoring available to us. The two most likely to serve our needs are desk monitoring and site visits.

- Desk monitoring can include reviewing annual reports submitted by contractors reporting their activities for the prior year. By comparing the reported activity level, financial data and tenant data and comparing those data with the requirements of the contract, we can establish a basic level of compliance. We will also include self-reporting of Housing Quality Standards inspections and reinspections conducted by the contractor for our desk-monitoring component.
- Site visits are intended to verify the veracity of previously gathered data through the examination of documents and the testing of processes. While interviewing is an important component of a site visit, it is not the primary method of collecting and testing information. During a site visit, the monitor should spend the majority of time reviewing documents, policy and procedure in order to gain an understanding of how the agency functions. Following the review of these documents, the procedures designed to implement agency policy and carry out program and contractual requirements should be tested. This may entail reviewing existing documents on file, tracing the steps taken to get the documents there, or asking a staff person to demonstrate the procedures being tested. These processes should include interview questions used by the monitor to clarify any points not readily understood. In every case, the monitoring effort must focus on verifying that required actions, such as the verification of sources of income, or calculation of income for program eligibility are properly documented and that the documents are readily available for examination. The objective is to first, verify compliance with required activities and second, to assist the agency being monitored in complying with those activity standards if they are not doing so.

503.1 Monitoring Schedule

- Risk Analysis Score (see Exhibit 5-1): Compliance and Portfolio Management staff will conduct a risk analysis review of housing contractors funded by HFU programs. Contractors receiving high overall risk scores will be scheduled for an on-site visit prior to those with lower scores.
- Timing of the Monitoring Visit: All monitoring visits will be scheduled with the organization 30 days prior to the visit. In those instances when a report of health and/or safety violations is made to Compliance & Portfolio Management staff, a site visit will be scheduled as soon as possible.

For HUD funded projects, monitoring visits will be scheduled in accordance with HUD requirements, factoring in the results of the Risk Analysis Score. On-site inspections of HOME-assisted rental housing will be conducted no less than:

- Every three years for projects of one to four units;
- Every two years for projects of five to 25 units;
- Annually for projects with 26 or more units.
- Tenant-based rental assistance (TBRA) monitoring will be performed annually, including on-site inspections of a sample of rental housing occupied by tenants receiving HOME-funded TBRA to determine compliance with Housing Quality Standards. Project files will also be monitored to ensure that tenants are eligible, that correct rents are being used, and that leases contain the proper language.

Projects funded in cooperation with other public funders, but without state administered HOME funds, will be scheduled for monitoring visits in accordance with the agreements in place with other funders. State funded projects that are not shared with other funders, or for whom an agreement for monitoring has not been developed, will be visited not less than every 5 years. Risk Analysis Scores may establish a more frequent monitoring schedule.

503.2 Monitoring Visits

Project Monitoring functions will actually begin during the pre-development and development phases and will continue through the period of affordability. However, the Compliance and Portfolio Management Section is only responsible for monitoring projects after the HFU Phase 1/HUD Project Closeout functions have been completed by development phase staff. Once closeout has been completed, the Compliance and Portfolio Management Section will monitor projects:

- To ensure that annual re-certification requirements are carried out.
- To ensure the project is meeting the standards established in the contract and any other written agreements.
- To ensure that assisted units are rented/sold to income-eligible households.
- To determine compliance with applicable property standards requirements.

- To verify information maintained by contractors or property owners concerning leases, tenant incomes, rents and utility allowances.
- To inspect assisted units in multi-family developments. Inspections will be accomplished by a randomly selected sample, rather than an inspection of all assisted units unless a risk assessment or other information indicates otherwise. Generally, an inspection will look at between 15 and 20 percent of the assisted units in a project, with a minimum of one unit in every building of the project. If compliance problems are found, more units and records will be inspected.

Inspections of properties and units will be conducted in accordance with the standards set by the U. S. Department of Housing and Urban Development's Uniform Physical Conditions Standards (See Exhibit 5-2). These standards are used by OCD and the Washington State Housing Finance Commission for jointly invested properties, and OCD will use this standard as a basis for inspecting all supported housing projects.

503.3 Monitoring Visit Follow-up Activities

Site visit reports of deficiencies and follow-up requirements will be provided to the contractor in the form of a formal written notification. The notification will point out problem areas and recognize successes.

- The follow-up notification creates a permanent written record of the review.
- The notification will outline concerns and findings (if necessary) and set deadlines for a written response and corrective actions.

Section 504 Project Problem Resolution Activities

The Compliance and Portfolio Management Section will initiate appropriate corrective actions when performance problems arise or are brought to light during a monitoring visit. Contracts and other written agreements will be the primary mechanism for enforcement of corrective actions in situations of noncompliance. When corrective actions must be taken, the following intervention stages will be used. The response used will depend upon the specific problem(s) identified, the seriousness of the contractor's problem(s), and the finding(s). When possible, intervention should start at stage one, then move to stages two and three, as the situation requires.

504.1 Intervention Levels

Stage 1 – low-level intervention will include one or more of the following actions:

- Clearly identify problem areas and required corrective actions;
- Plan a strategy with the contractor that includes any training or technical assistance that may help to address identified problems;
- Require more frequent or more thorough reporting by the Contractor; or
- Conduct more frequent contractor monitoring reviews.

Stage 2 – moderate-level intervention may be attempted after the stage 1 level and will include one or more of the actions referred to in the suspension actions sections of the appropriate contract.

Stage 3 – high-level intervention, the most serious actions available, may be taken to put an end to noncompliance problems. Such steps may include the following:

- Suspending the contractor from HFU program eligibility;
- Termination of the Contractors contract for the project;
- Legal action, to include foreclosure of the project property in question.

Section 505 Closeouts (Reserved for later use-Phase 2 Closeout)

Exhibit 5-1
Risk Factors for Poor Performance or Compliance Violations

Organization _____ **UBI** _____

Weight: 1 to 5 points. Risk Rating: 0 to 10 points. Total: _____

Previous Monitoring Concerns	Weight	Risk Rating	Factor Total
Inability to adequately implement required corrective actions to clear past findings	5		
Poor records management	3		
Not monitored recently	2		
New contractor or subcontractor	3		

General Management	Weight	Risk Rating	Factor Total
Letters of complaint or other third party reports of problems and/or issues	2		
Inaccurate, incomplete and/or late reports	4		
Failure to meet agreed-upon workout schedules	5		
Failure to comply with provisions of contract	5		
Poor performance/compliance in other programs administered by agency	3		
Cancellation of insurance coverage	5		
Lapse of tax-exempt status with IRS	2		
Failure to maintain registration with the Secretary of State	2		
Significant change in goals and direction of organization	1		
Lack of or poor quality business plan	3		

Financial Management	Weight	Risk Rating	Factor Total
Failure to make loan payment(s)	5		
Chronic late loan payments	3		
Nonpayment of federal, state and/or local taxes	5		
Not sufficient funds (NSF) check payments to OCD, IRS, ins. co., etc.	5		
Not maintaining reserve accounts	3		
Audit findings or no audit conducted	3		

Property Management	Weight	Risk Rating	Factor Total
No previous experience managing housing projects	1		
Past difficulties in managing housing projects	3		
Projects involving complex funding relationships	3		
Programs that add a Number of local conditions or preferences	1		

Personnel Management	Weight	Risk Rating	Factor Total
Staff turnover/inexperienced staff	2		
Change in key personnel	3		

Agency-Specific Factors	Weight	Risk Rating	Factor Total
Large amount of funds invested	2		
Large Number of projects	2		

Exhibit 5-2

U. S. Department of Housing and Urban Development's Uniform Physical Conditions Standards

Contractor: _____

Inspection Checklist _____ Insp

Project: _____

Contract Number _____

Inspector: _____

Legend: ✓ = Inspected **P** = Problem

<i>Area Number</i>	Item Number	Area Checked	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg
	1	Fencing and Gates								
<i>Site</i>		<input type="checkbox"/> Damaged/Falling/Leaning; Holes; Missing Sections								
	2	Grounds								
		<input type="checkbox"/> Erosion/Rutting Areas; Overgrown/Penetrating Vegetation; Ponding/Site Drainage								
	3	Mailboxes/Project Signs								
		<input type="checkbox"/> Mailboxes Missing/Damaged; Signs Damaged								
	4	Market Appeal								
		<input type="checkbox"/> Graffiti; Litter								
	5	Parking Lots/Driveways/Roads								
		<input type="checkbox"/> Cracks; Ponding; Potholes/Loose Material; Settlement/Heaving								
	6	Play Areas and Equipment								
		<input type="checkbox"/> Damaged/Broken Equipment; Deteriorated Play Area Surface								
	7	Refuse Disposal								
		<input type="checkbox"/> Broken/Damaged Enclosure- Inadequate Outside Storage Space								
	8	Retaining Walls								
		<input type="checkbox"/> Damaged/Falling/Leaning								

	9	Storm Drainage								
		<input type="checkbox"/> Damaged/Obstructed								
	10	Walkways/Steps								
		<input type="checkbox"/> Broken/Missing Hand Railing;Cracks/Settlement/Heaving;Spalling								
<u>General Site Comments:</u>										

<i>Area Number2</i>	Item Numb er	Area Checked	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg
<i>Building Exterior</i>	1	Doors								
		<input type="checkbox"/> Damaged Frames/Threshold/Lintels/Trim; Damaged Hardware/Locks; Damaged Surface Holes/Paint/ Rusting/ Glass/ Doors; Damaged/ Missing Screen/ Storm/Security Door; Missing Door								
	2	FHEO – 32” Wide Main Entrance								
		<input type="checkbox"/> Main Entrance Less Than 32” Wide								
	3	FHEO – Accessibility to Main Floor Entrance								
		<input type="checkbox"/> Obstructed or Missing Accessibility Route								
	4	Fire Escapes								
		<input type="checkbox"/> Blocked Egress/Ladders; Visibly Missing Component								
	5	Foundations								
		<input type="checkbox"/> Cracks/Gaps; Spalling/Exposed Rebar								
	6	Lighting								
		<input type="checkbox"/> Broken Fixtures/Bulbs								
	7	Roofs								

	<input type="checkbox"/> Damaged/Clogged Drains; Damaged Soffits/Fascia; Damaged Vents; Damaged/Torn Membrane/Missing Ballast; Missing/Damaged Component From Gutter/Downspout; Missing/Damaged Shingles; Ponding								
8	<i>Walls</i>								
	<input type="checkbox"/> Cracks/Gaps; Damaged Chimneys; Missing Pieces/Holes/Spalling; Missing/Damaged Caulking/Mortar; Stained/Peeling/Needs Paint								
9	<i>Windows</i>								
	Broken/Missing/Cracked Panes; Damaged/Missing Screens; Damaged Sills/Frames/Lintels/Trim; Missing/Deteriorated Caulking/Glazing Compound; Peeling/Needs Paint; Security Bars Prevent Egress								
<u>General Building Exterior Comments:</u>									

<i>Area Number</i> 3	Item Number	<i>Area Checked</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>	<i>Bldg</i>
<i>Building Systems</i>	1	Domestic Water								
		<input type="checkbox"/> Leaking Central Water Supply; Misaligned Chimney/Ventilation System; Missing Pressure Relief Valve; Rust/Corrosion on Heater Chimney; Water Supply Inoperable								
	2	<i>Electrical System</i>								
		<input type="checkbox"/> Blocked Access/Improper Storage; Burnt Breakers; Evidence of Leaks/Corrosion; Frayed Wiring; Missing Breakers/Fuses; Missing Covers								
	3	<i>Elevators</i>								

	<input type="checkbox"/> Not Operable									
4	<i>Emergency Power</i>									
	<input type="checkbox"/> Auxiliary Lighting Inoperable; Run-Up Records/Documentation not Available									
5	<i>Exhaust System</i>									
	<input type="checkbox"/> Roof Exhaust Fans Inoperable									
6	<i>Fire Protection</i>									
	<input type="checkbox"/> Missing Sprinkler Head; Missing/Damaged/Expired Extinguishers									
7	<i>HVAC</i>									
	<input type="checkbox"/> Boiler/Pump Leaks; Fuel Supply Leaks; Misaligned Chimney/Ventilation System; General Rust/Corrosion									
8	<i>Sanitary System</i>									
	Broken/Leaking/Clogged Pipes or Drains; Missing Drain/Cleanout/Manhole Covers									
General Building System Comments:										

Area Number ⁴	Item Number	Area Checked	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg
Common Areas	1	Basement/Garage/Carport; Closet/Utility/Mechanical; Patio/Porch/Balcony								
		<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged								
	2	Community Room; Day Care; Lobby; Office; Other Community Spaces; Storage								

	<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged; HVAC System Inoperable								
3	<i>FHEO – 36" Wide Interior Hallways</i>								
	<input type="checkbox"/> Multi-story Building Hallways/Common Areas Less Than 36" Wide								
4	<i>FHEO – Accessible Outside Common Areas</i>								
	<input type="checkbox"/> Routes Obstructed or Inaccessible to Wheelchair								
5	<i>Halls/Corridors/Stairs</i>								
	<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged; HVAC System Inoperable; Graffiti; Mailboxes; Pedestrian/Wheelchair Ramp								
<i>General Common Area Comments:</i>									

<i>Area Number</i>	<i>Item Number</i>	<i>Area Checked</i>	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	<i>Bldg</i>	<i>Bldg</i>
	6	<i>Kitchen</i>								

Common Areas (Con't)		<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged; HVAC System Inoperable; Cabinets/Countertops Missing/Damaged; Call for Aid; GFI – Inoperable; Clogged Drains; Leaking Faucet/Pipes; Range/Stove/Refrigerator- Missing/Damaged/Inoperable; Range Hood/Exhaust Fan – Excessive Grease; Sink – Missing/Damaged							
	7	<i>Laundry Room</i>							
		<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged; HVAC System Inoperable; GFI Inoperable; Dryer Vent Missing/Damaged/Inoperable							
	8	<i>Pools and Related Structures</i>							
		<input type="checkbox"/> Fencing – Damaged/Not Intact; Pool Inoperable							
	9	<i>Restrooms/Pool Structures</i>							
	<input type="checkbox"/> Ceiling Damage; Door Damage; Electrical Damage; Floor Damage; Lighting Missing/Inoperable Fixture; Outlets/Switches/Cover Plates Damaged; Smoke Detector Damaged; Walls/Windows Damaged; HVAC System Inoperable; Call for Aid; GFI Inoperable; Lavatory Sinks – Damaged/Missing; Clogged Drains; Leaking Faucet/Pipes; Restroom Cabinets – Missing/Damaged; Water Closet Missing/Damaged/Clogged								
<i>General Common Area Comments:</i>									

<i>Area Number5</i>	<i>Item Numb er</i>	<i>Area Checked</i>	Bldg	Bldg	Bldg	Bldg	Bldg	Bldg	<i>Bldg</i>	<i>Bldg</i>
Health And Safety	1	Air Quality								
		<input type="checkbox"/> Mold and Mildew Observed; Propane/ Natural Gas/Methane Gas Detected; Sewer Odor Detected								
	2	Electrical Hazard								
		<input type="checkbox"/> Exposed Wires/Open Panels; Water Leaks On or Near Electrical Equipment;								
	3	<i>Elevator</i>								
		<input type="checkbox"/> Misaligned With The Floor by More Than $\frac{3}{4}$ of An Inch								
	4	<i>Emergency Fire Exits</i>								
		<input type="checkbox"/> Blocked/Unusable; Missing Exit Signs								
	5	<i>Flammable Materials</i>								
		<input type="checkbox"/> Improperly Stored								
	6	<i>Garbage and Debris</i>								
		<input type="checkbox"/> Indoor/Outdoor – Excessive Garbage/Debris								
	7	<i>Hazards</i>								
		<input type="checkbox"/> Physical Hazards That Pose Risk of Bodily Injury; Sharp Edges; Tripping								
8	<i>Infestation</i>									
	<input type="checkbox"/> Insects; Rats/Mice/Vermin									
General Health & Safety Comments:										

<i>Area Number</i>	<i>Item Number</i>	<i>Area Checked</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>	<i>Unit</i>
Units	1	Bathrooms								
		<input type="checkbox"/> Damaged/Missing Cabinets/Lavatory Sink/ Shower/Tub/Water Closet/Toilet; Clogged Plumbing/Toilet; Leaking Faucet/Pipes; Inoperable Ventilation/Exhaust System								
	2	<i>Call For Aid</i>								
		<input type="checkbox"/> Inoperable								
	3	Ceiling								
		<input type="checkbox"/> Bulging/Buckling; Holes/Missing Tiles/Panels; Peeling/Needs Paint; Water Stains/Water Damage/Mold/Mildew								
	4	<i>Doors</i>								
		<input type="checkbox"/> Damaged Surface- Holes/Paint/Rusting/Glass; Damaged Frames/Threshold/Lintels/Trim; Damaged Hardware/Locks; Damaged Missing Screen/Storm/Security Door; Deteriorated/Missing Seals (Entry Only); Missing Doors								
	5	<i>Electrical System</i>								
		<input type="checkbox"/> Blocked Access to Electrical Panel; Burnt Breakers; Evidence of Leaks, Corrosion; Frayed Wiring; GFI Inoperable; Missing Breakers/Fuses; Missing Covers								
	6	<i>Floors</i>								
		<input type="checkbox"/> Bulging/Buckling; Floor Covering Damage; Missing Flooring/Tiles; Peeling/Needs Paint; Rot/Deteriorated Sub Floor; Water Stains/Water Damage/Mold/Mildew								
	7	<i>Hot Water Heater</i>								
		<input type="checkbox"/> Misaligned Chimney/Ventilation System; Inoperable Unit/Components; Leaking Valves/Tanks/Pipes; Pressure Relief Valve Missing; Rust/Corrosion								
	8	<i>HVAC System</i>								

		<input type="checkbox"/> Misaligned Chimney/Ventilation System; Inoperable; Noisy/Vibrating/Leaking; General Rust/Corrosion Convection/Radiant/Heat/System Damaged								
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Area Number 6	Item Number	Area Checked	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>	<u>Unit</u>
	9	Kitchen								
		<input type="checkbox"/> Missing/Damaged Cabinets, Countertops, Range/Stove, Refrigerator, Sink; Inoperable Dishwasher, Garbage Disposal, Range Hood, Exhaust Fan, Range, Stove, Refrigerator; Leaking Faucet/Pipes; Clogged Drains; Excessive Grease in Range Hood/Exhaust Fan								
	10	Laundry Unit (Room)								
		<input type="checkbox"/> Dryer Vent- Missing/Damaged/Inoperable								
	11	Lighting								
		<input type="checkbox"/> Missing/Inoperable Fixtures								
	12	Outlets/Switches								
		<input type="checkbox"/> Missing; Missing/Broken Cover Plates								
	13	Patio/Porch/Balcony								
		<input type="checkbox"/> Baluster/Side Railings Damaged								
	14	Smoke Detector								
		<input type="checkbox"/> Missing/Inoperable								
	15	Stairs								
		<input type="checkbox"/> Broken/Missing Hand Railing; Broken/Damaged/Missing Steps								
	16	Walls								
		<input type="checkbox"/> Bulging/Buckling; Damaged; Damaged/Deteriorated Trim; Peeling/Needs Paint; Water Stains/Water Damage/Mold/Mildew								
	17	Windows								

	<input type="checkbox"/> Cracked/Broken/Missing Panes; Damaged Window Sill; Missing/Deteriorated Caulking/Seals; Inoperable/Not Lockable; Peeling/Needs Paint; Security Bars Prevent Egress								
General Unit Comments:									

General Building & Unit Comments

Buildings and Units were inspected in the six major areas noted above. Deficiencies observed have been noted for attention by the owner. However, deficiencies could exist which were not observed by the inspector. Owners should conduct independent inspections, using this checklist as a guide, and maintain high standards to ensure housing is decent, safe, sanitary and in good repair.

This checklist was performed to satisfy IRS Compliance rules, regulations and reporting requirements. It is intended solely for the use of the Internal Revenue Service, and may not be relied upon by any other party, including the owner or any lessee of the Buildings and Units. Neither the undersigned nor the Washington State Housing Finance Commission makes any representation or warranties, actual or implied, regarding the condition of the Buildings and Units, nor shall the undersigned or the Washington State Housing Finance Commission have any liability resulting from the preparation of this checklist.

Exterior On-site Checklist

Contractor: _____

Inspection Date: _____

Project: _____ ContractNumber _____ Inspector: _____

Area

Number1 – Site
Fencing & Gates, Grounds,
Storm Drainage, Play
Areas & Equipment,
Walkways & Steps, Refuse
Disposal, Mailboxes,
Market Appeal, Parking
Lots Etc, Retaining Walls,

Findings

Area

Number2 – Building
Exterior
Doors, FHEO Access, Fire
Escapes, Foundations,
Lighting, Roofs, Walls,
Windows

Findings

Area

Number3 – Building
Systems
Domestic Water,
Electrical, Elevators,
Emergency Power,
Exhaust System, Fire
Protection, HVAC,
Sanitary System

Findings

Area
Number4 – Common
Areas

Basement/Garage/Carport,
Mechanical/Utility Closet,
Patio/Porch/Balcony,
FHEO Hallways/Routes,
Stairs/Corridors, Kitchen,
Laundry Room, Pools,
Restrooms

Findings

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Area
Number5 – Health &
Safety

Air Quality, Electrical
Hazard, Elevator,
Emergency Fire Exits,
Flammable Materials,
Garbage & Debris,
Hazards, Infestation

Findings

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Area 6
Bathrooms, Call for Aid, Ceiling, Doors, Electrical System, Floors, Hot Water Heater, HVAC System,
Kitchen, Laundry Area, Lighting, Outlets/Switches, Patio/Porch/Balcony, Smoke Detector, Stairs, Walls,
Windows

Unit
Number

Findings

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Unit
Number

Findings

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Unit **Findings**
Number

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Unit **Findings**
Number

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Unit **Findings**
Number

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Unit **Findings**
Number

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Unit **Findings**

Number

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